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## Judicial Administrative Assistant

### **Job Type:**

Full Time

### **Contact Name:**

Allison Hatfield

### **Contact Email:**

[Allison.p.hatfield@arkansas.gov](mailto:Allison.p.hatfield@arkansas.gov) <sup>[1]</sup>

### JOB VACANCY NOTICE

CLASS TITLE: JUDICIAL ADMINISTRATIVE ASSISTANT

CLASS CODE: C117; \$32,249 annual salary

### CLASS SUMMARY

The Judicial Administrative Assistant is responsible for providing legal administrative support to the Supreme Court Justice and their chambers. This position is governed by State and Federal laws and agency and institution policies.

### TYPICAL FUNCTIONS

Provides complex paralegal, legal secretarial, and office administrative assistance for the Supreme Court Justice; performs related work as assigned. Transmits opinions and modifications to Reporter of Decisions; communicates with Reporter of Decisions regarding stylistic requirements and content of opinions; proofreads and carefully inspects opinions for complete accuracy. Organizes and manages the chambers' workload calendar and related activities.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of legal research and writing protocols. Knowledge of legal terminology. Knowledge of ethical standards of legal profession. Knowledge of investigative standards, procedures and techniques. Ability to perform legal research. Ability to analyze legal documents for accuracy and content. Ability to handle confidential information. Ability to establish and maintain cooperative working relationships with agency staff and other relevant legal and agency contacts. Ability to work independently.

### MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma; plus two years of specialized training in the clerical or secretarial field, including two years legal experience. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval by the Supreme Court Justice.

This position is eligible for State benefits, including participation in the Arkansas Public Employees Retirement System and group medical and life insurance.

Applicants should send a cover letter, resume, and three references by email or regular mail to:

Allison Hatfield  
Arkansas Supreme Court  
625 Marshall Street  
Little Rock, AR 72201  
[Allison.p.hatfield@arkansas.gov](mailto:Allison.p.hatfield@arkansas.gov) <sup>[1]</sup>

Applications must be received no later than 5:00 p.m., September 8, 2015.

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**Source URL:** <https://courts.arkansas.gov/content/judicial-administrative-assistant>

**Links:**

[1] <mailto:Allison.p.hatfield@arkansas.gov>